



Director of Safeguarding Recruitment Pack

SCOTTISH ARCHERY 2024



Table of Contents

Welcome	01
About	02
Why join our board?	03
Our Team	04
Director of Safeguarding role description	05

WELCOME

01



Welcome to [Scottish Archery](#). As a National Governing Body for sport in Scotland, and as a limited company, we have responsibilities that we must deliver. These are to:

- Treat our members, volunteers, customers and partners respectfully and fairly;
- Control and regulate the environment of our sport;
- Administer the practice and participation of our sport;
- Develop archery across Scotland;
- Prepare and implement a vision and strategic plan for our sport and determine how it will be implemented nationally, regionally and locally;
- Promote our sport;
- Manage the rules and regulations, including anti-doping, child protection and equality;
- Implement and ensure a robust corporate governance framework;
- Support and develop a strong professional workforce; and
- To work with Archery GB, World Archery and all other necessary bodies and individuals to unite, in purpose, all Scottish archery clubs, where possible;

Scottish Archery's mission is to establish Archery as an inclusive, fun and collaborative sport to grow and develop communities in Scotland. In order to realise our ambition, we must ensure that our organisation is well managed, underpinned with good governance and financial stability.

Our Board Director roles are crucial in ensuring the organisation is guided in the right direction, well governed financially and legally, and is delivering against the outcomes and objectives set out in the strategic plan.

About

02



About Scottish Archery

Scottish Archery is the trading name of the Scottish Archery Association (SAA), a company limited by guarantee. We are a volunteer led organisation run for the not-for profit and sporting benefit of our membership. We are a Home Nation within the UK governing body for archery, which is called Archery GB. Scottish Archery receive investment from Sportscotland, AGB and we also access various trust funds where appropriate to further specific projects.

Our board is made up of volunteer directors from both the membership and outside the organisation, and is responsible under the Articles of Association and Bye Laws of Scottish Archery to run the company. Its primary objectives are to act as the governing body of the sport of archery in Scotland; to encourage, promote, control and develop the sport in Scotland amongst all sections of the community; and to support athletes of all abilities within the sport to achieve their potential through the pathway programme.



We have the help of five paid posts – a part-time Safeguarding and Operations Manager, a full-time Head of Pathways, a full-time Club Development Officer, a full-time Community and Workforce Development Officer and a part-time Chief Executive Officer. We operate through a combination of staff and a voluntary Board of Non-Executive Directors, complemented by an enthusiastic volunteer workforce, all working together to realise the full potential of a vibrant archery community in Scotland.

Scottish Archery has a [three-year strategic plan](#) which sets out our vision, mission and values for the organisation and identifies our key objectives for a three year period. Our latest plan covers the period from 2022 - 2025. Our three-year plan is split into annual business plans to identify key objectives for each year of the strategy. This is logged and tracked using Monday.com and at each monthly staff team meeting the targets and actions are updated with progress towards each target discussed and logged.

We work closely with [Archery GB \(AGB\)](#) on funding, memberships, coaching and workforce development. For further information on AGB you can read more on the website.

WHY JOIN OUR BOARD?

03

BENEFITS OF JOINING THE BOARD

- Be part of an amazing, inclusive and fun sport
- Access training opportunities
- Develop new skills
- Meet new people
- Enhance your CV
- Be part of an enthusiastic and knowledgeable staff and volunteer workforce

OUR TEAM

03



Lyndsay Noon

CEO



Alan Martin

Head of Pathways



Jacqui Dunlop

Safeguarding & Operations
Manager



Euan Murray

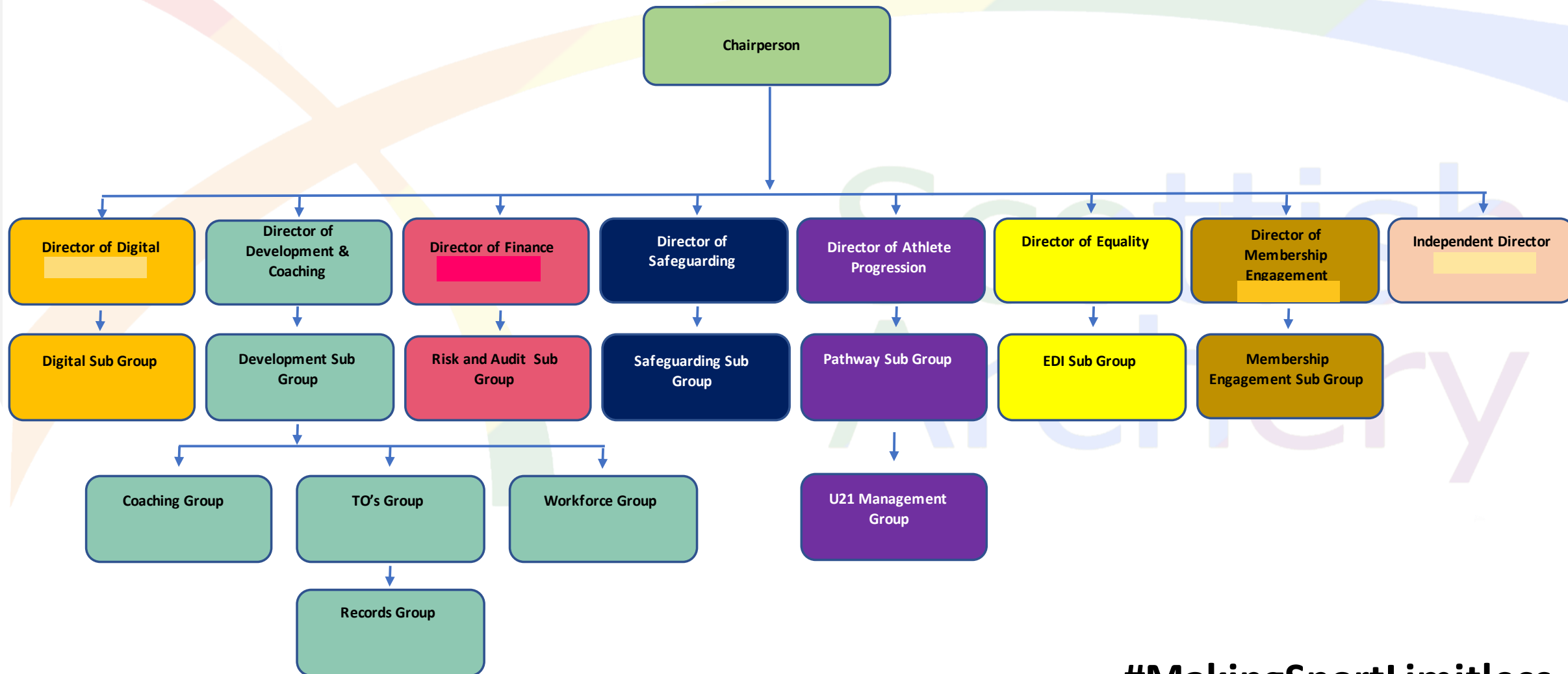
Club and Coaching
Development Officer



Robert Clark

Community and Workforce
Development Officer

Board Structure 2023



#MakingSportLimitless

**DIRECTOR OF
SAFEGUARDING
ROLE
DESCRIPTION**

04



DIRECTOR OF SAFEGUARDING ROLE DESCRIPTION

Role Overview

Responsible to:	This role is accountable to the Chairperson
Remuneration:	This role is non-remunerated, but travel and meeting expenses will be reimbursed according to our policies and procedures
Term:	Three years

Scottish Archery is the national governing body for Archery in Scotland. We strive to create an environment where everyone can reach their potential, whether as a competitor or in a volunteer role. We have a small but dynamic team of staff and volunteers who are passionate, knowledgeable and experienced. This is an exciting time for Scottish Archery as we continue the journey of our Strategy 'Building Archery Communities'.

Scottish Archery is fully committed to safeguarding the wellbeing and protection of all children, young people and vulnerable adults in its care. We are now recruiting for a Director of Safeguarding to join our team as part of our Board of Directors. The Director will have a key role in ensuring Scottish Archery is a safe environment for children, young people and vulnerable adults.

SAFEGUARDING ROLE DESCRIPTION

Key Responsibilities

- Provide support and oversight to identify the requirements and best practice for safeguarding children, young people and adults at risk in Scottish Archery
- Support with development and review of policies and procedures for Scottish Archery for safeguarding children, young people and adults at risk
- Be the 'Safeguarding Champion' on the Board of Scottish Archery
- Represent Scottish Archery's approach to safeguarding at internal forums where required
- Communicate the approach of Scottish Archery to safeguarding and protecting children, young people and adults at risk, to other organisations including government departments, public bodies and funders
- Ensure Scottish Archery works collaboratively with external agencies such as Children 1st, Disclosure Scotland, Volunteer Scotland Disclosure Services (VSDS) on strategic plans to safeguard and promote the welfare of children
- Ensure that Scottish Archery's strategic plans integrate a culture of listening to children, young people and adults at risk
- Act as a specialist in the field of best practice
- Contribute to Board agendas, provide enthusiastic debate and challenge, and share collective responsibility for the Board's decisions
- Sit on, or Chair subgroups of the Board as requested by the Chair
- Represent the board at internal and external events as and when required



SAFEGUARDING ROLE DESCRIPTION

Critical Competencies: Skills, attributes and abilities required for the role:

- A clear understanding of Scottish Safeguarding legislation and the Standards for Child Wellbeing and Protection in Sport
- Appropriately qualified in Safeguarding i.e. up to date Safeguarding & Protecting Children certification and In Safe Hands certification
- Ability to advise on and implement policies for the safeguarding and protection of children, young people and adults at risk
- Ability to ensure that Scottish Archery works collaboratively with external agencies on strategic plans to safeguard and promote the welfare of children, young people and adults at risk
- An understanding of the importance of confidentiality
- An ability to identify potential problems and deal with risk
- Ability to ensure that the integration of a culture of listening to children, young people and adults at risk is embedded in organisational plans
- Integrity
- Sound judgment and problem-solving abilities
- The ability to communicate ideas
- Critical thinking, creativity and strategic awareness

Experience

The candidate should have a minimum of 2 years prior experience of implementing safeguarding processes. Board level experience or equivalent in business and/or sport is desirable, but not essential.



SAFEGUARDING ROLE DESCRIPTION

Time commitment

4 hours per month on average consisting of:

- Board meetings – 6 online meetings per year plus the AGM (**All currently online**).
- Safeguarding subgroup meetings
- Occasional weekend commitments
- Representative meetings with key partners and other organisations as required

Additional

We welcome applications from people of all backgrounds and communities to ensure that Scottish Archery best represents the needs of our members and participants. If you have any questions about the role, please don't hesitate to email Lyndsay Noon, Chief Executive Officer of Scottish Archery lyndsay.noon@scottisharchery.org.uk If you would like to discuss any reasonable adjustments or requirements during the process, please just state this in your application or contact **Lyndsay Noon** using the details above.





How to apply

- To apply please complete the online form by following this link:
<https://form.jotform.com/232332047567354>
- The closing date for applications is Monday 8 April.
- The successful applicant will be invited onto the board upon successful interview and selection. The positions will be ratified at the AGM in November, or at an earlier EGM.
- Once appointed, new board members will complete the Scottish Archery board member induction.



THANK YOU

If you would like to get in touch to find out more about the role, contact Lyndsay Noon, CEO. lyndsay.noon@scottisharchery.org.uk